GENERIC JOB PROFILE

I. Post Information	
Job Title: Programme Associate **Supervisor Title/ Level:** Programme Specialist, Climate, DRR | Emergency **Organizational Unit:** Programme	**Job Level:** G-6 **Job Profile No.:** **CCOG Code:** 22 **Functional Code:** PMA **Job Classification Level:** G-6

II. Organizational Context and Purpose for the job

Viet Nam is highly vulnerable to climate change and increasingly frequent and severe disasters, including typhoons, floods, landslides, droughts and extreme weather. These events cause loss of life, damage infrastructure and essential services, and disproportionately affect vulnerable children and communities.

Climate and disaster risks threaten children's access to safe water, nutrition, health care, education and protection, while increasing risks of displacement, violence, exploitation and poverty. Recent major disasters have demonstrated the growing need to strengthen preparedness, emergency response and longer-term resilience.

UNICEF works with the Government and partners to protect children from climate, disaster and environmental risks by linking humanitarian response with disaster risk reduction, climate resilience and sustainable development. Guided by the Convention on the Rights of the Child and UNICEF's equity approach, particular attention is given to the most vulnerable and disadvantaged children and families.

Job organizational context:

UNICEF Viet Nam is preparing for implementation of its 2027–2031 Country Programme, including Result Area 3: Child-centred Climate, Disaster and Environmental Action. The programme portfolio brings together work on climate change, disaster risk reduction and emergency preparedness and response, climate-resilient essential social services, environmental health and WASH.

Effective delivery of this portfolio requires timely and accurate financial management, budget and grant monitoring, support to implementing partners, cash transfer management, transaction processing and financial reporting, including the ability to respond rapidly during emergencies.

Pending completion and approval of the Country Office organisational review for the new Country Programme, the Programme Associate (Finance and Programme Support), GS-6, will provide temporary programme finance, grant management and administrative support to transition the portfolio into Result Area 3. The position will help ensure continuity of programme implementation, sound financial management, compliance and accountability during the transition to the 2027–2031

Country Programme.

Purpose for the job:

Under the supervision of the programme specialist, CCDRR-Emergency, the Programme Associate provides programme financial, budget, grant, partner-management and administrative support to UNICEF's climate, disaster risk reduction, emergency, environmental health and WASH portfolio transitioning into Result Area 3.

The incumbent supports programme planning, implementation, monitoring and reporting by ensuring accurate and timely processing and tracking of programme resources; monitoring budgets, grants and expenditures; supporting DCT and HACT processes; maintaining financial and programme records; preparing financial analyses and reports; and supporting implementing partners to comply with UNICEF financial requirements.

The Programme Associate works closely with programme colleagues and with Operations, Supply, Partnerships and other relevant Country Office teams to facilitate efficient programme delivery and accountability for results. During emergencies, the incumbent provides surge financial and administrative support, including rapid transaction processing, cash and supply tracking and financial reporting.

III. Key functions, accountabilities and related duties/tasks

1. **Project Management and Implementing Partnership Coordination**
   - Support overall project planning, execution, and monitoring for assigned initiatives
   - Assist in establishment and operationalizing implementing partnership management functions by coordinating the processes required for risk assessments (Due Diligence, PSEA and Micro-Assessment, Spot checks)
   - Work with Programme Managers, Partners and relevant stakeholders in ensuring Funding Authorization and Certificate of Expenditures (FACE) requests submitted are aligned with the project workplan and processed timely.
   - Monitors prompt liquidation of Direct Cash Transfer (DCTs)

2. **Data Management, Analysis & Reporting**
   - Contribute to collecting and analyzing qualitative and quantitative programme data to support evidence-based decision-making.
   - Generate regular reports, dashboards and presentations on key performance indicators and donor reporting.
   - Support the application of digital and AI tools for synthesizing complex data and creating actionable insights for statutory reports, dashboards and presentations on key performance indicators.

3. **Grant Management, Budget Monitoring and Reporting**
   - Regularly track budget allocations, expenditures and monitor grant utilization for the section and individual grants using relevant systems (e.g., SAP).
   - Contribute to grants management, monitor their expiry, and support reprogramming or extension processes.
   - Prepare periodic and ad-hoc grant management reports for supervisors, programme leads and for donor reporting.
   - Facilitate generating funds utilization report to track expenditures and commitments.
   - Contribute to the development of funding proposals and the preparation of statutory reports, ensuring timely submissions.

4. **Digital Innovation & Operational Efficiency**
   - Use AI, automation tools and digital platforms to streamline repetitive tasks, such as data analysis and report generation.

- Serve as a resource for digital platforms (e.g., SAP, Service Gateway, Power BI, Sharepoint) within the section.
- Safeguard sensitive data and ensure adherence to UNICEF's data privacy and digital workforce guidelines

5. Communication, Knowledge Sharing and Dissemination

- Draft clear and well-structured communication to share reports, briefs, and knowledge products for internal and external use.
- Maintain effective document repository systems and Sharepoint for digital and physical programme documentation.
- Contribute to knowledge generation and documentation of lessons learned and good practices.
- Support onboarding of new colleagues and knowledge transfer within the team.

6. Capacity Building & Event Coordination

- Support the organization of capacity development activities, workshops and field missions.
- Assist in preparation and dissemination of background materials, track logistics, coordinate vendor engagement and liaise with participants.

7. Flexibility & Surge Support

- Adapt to shifting programme needs and provide support during emergency responses, surge deployments or re-prioritization events.
- Liaison with focal points and provide backup support to other programme sections to ensure business continuity and team support.

IV. Impact of Results

Incumbent drives the efficiency and effectiveness of the office by expertly managing the full spectrum of administrative and project/programme support activities. This meticulous support ensures the smooth operation of key processes, directly contributing to enhanced overall performance and the successful implementation of project and programme activities. Specifically, their accurate programme monitoring and insightful recommendations provide a solid foundation for informed decision-making, while their precise data entry and compelling presentation of information ensure that critical insights are readily available to guide strategic programme adjustments.

V. Capabilities Required

1. Project Management (3)

- Create project plans, objectives and deliverables.
- Track and organize resources like time, budget, and team efforts.
- Identify and report potential risks for further guidance.

2. Collaboration (3)

- Navigate organizational dynamics and adapt behavior to respond to different situations.
- Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences.
- Write clear, concise and well-structured reports and documents using appropriate language.
- Pay close attention to what others are saying, asking questions for clarification.
- Present ideas and information clearly in front of groups.

3. **Problem Solving (3)**
   - Analyze data, identify trends, patterns and anomalies.
   - Evaluate information, analyze problems, identify underlying causes and risks.
   - Summarize and communicate findings, focusing on actionable insights to support decision-making.
   - Make decisions in time-sensitive situations, even with incomplete information.
   - Assess the potential impact of solutions (costs, benefits and risks).

4. **Digital Dexterity (3)**
   - Utilize AI-powered tools and platforms to automate data analysis.
   - Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies.
   - Use specialist technology business systems and software.
   - Analyze and summarize data from various business systems to generate reports and insights.

VI. UNICEF values and competency Required (based on the updated Framework)

Core Values
- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies for Staff with Supervisory Responsibilities *
- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Core Competencies for Staff without Supervisory Responsibilities
- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required. Professional and/or university courses related to the field of work are highly desirable.
Experience:	Minimum six years of administrative or clerical work experience is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chines, French, Russian or Spanish) or Vietnamese language is considered an asset.

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?	NO
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	NO
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?	NO
The selected candidate for this position will be required to engage with vulnerable children.	NO

Created by	**Endorsed by**	**Date**